

**INSTRUCTIONS TO BE FOLLOWED BY THE STUDENTS WHILE ATTEMPTING THE EXAMINATIONS**  
**ONLINE FOR JANUARY-MAY, 2020**

1. Take the tests seriously, as if writing real offline end semester exams on paper. You **must complete the test within 180 minutes** after clicking "Start Test".
2. Use NERIST [Perfectice App](https://play.google.com/store/apps/details?id=com.myperfectice.nerist) (play.google.com/store/apps/details?id=com.myperfectice.nerist) on android mobile **only if** you have successfully taken the demo test on it. If your device has limited RAM, then it may create problem. Using browser and accessing the test at <http://perfectice.nerist.ac.in> is recommended in that case.
3. In case you are taking the test in mobile phone, please **don't press the Back button or clear app history**. You can use the PREVIOUS button on the test screen instead to move to previous question. You can access your camera/ scanning app by clicking the Home button though.
4. **You shouldn't accept any calls during the test or else the test will be auto-finished. You must decline all incoming calls during the test and not make any outgoing call.**
5. **Don't enter the chat window during the time of your attempting the exam.**
6. **Make sure to click the FINISH button at the end of the exam. Don't close your examination without clicking the FINISH button!** You may go to REVIEW before finishing.
7. **Take the test only once.** If your first attempt is successfully submitted and the status beside the test name shows "Attempted", **don't try to take the test again**. Else, the status will change to "Abandoned" for the unfinished second attempt.
8. Ignore the attempt count on the dashboard. Dashboard is for analytics and attempts will show only after the descriptive answers are evaluated by teacher. That too, if the teacher has allowed you to view attempts.
9. If writing the test on a computer, press **Escape** to come out of the full screen in case you need to access any settings like connectivity (for internet) or Bluetooth (for transferring scanned files from mobile), etc.
10. As far as possible, type your answer in the answer box for descriptive questions (if you have necessary arrangement and practice).
11. If you are answering on paper, you should **immediately upload the photo/ PDF file to the question upon finishing that answer**. If you think you will be uploading all answers at the end together, you may end up not uploading any due to time-up. The test will be auto-finished after 180 min. If you are attempting the test in web version, you can move to NEXT question while the file is still uploading, without wasting time.
12. You must **put your running Signature (NOT NAME) and Roll No. vertically on the right side of each page of the handwritten answers before clicking photo/ scanning**.
13. The **answers to the questions carrying 5 marks should be completed within one page**.

14. In case you face any problem in uploading the photo/ compiled PDF files for descriptive answers, send the files to your teacher's email address mentioned in test description **with your name, roll number, and phone number. THESE FILES MUST NOT BE TAMPERED AFTER THE TEST IS SUBMITTED OR TIME IS OVER AND SHOULD BE THE SAME FILE YOU COULDN'T UPLOAD ON THE TEST SCREEN.** We will be cross checking your start and end time.

Note down the email address of the respective Course Co-ordinator given vide instruction number 7 in the question paper, before the start of the test.

**HOWEVER, THIS OPTION IS DISCOURAGED AND SHOULD BE USED ONLY IF YOU CAN'T UPLOAD THE FILE ON THE PLATFORM DUE TO POOR INTERNET CONNECTIVITY.**

15. Answer all the questions. The maximum marks for each question will be visible on individual question screen.
16. **Each descriptive answer must be original in terms of style and content.** If the descriptive answers are found to be similar among the students, the marks scored will be divided equally among those whose answers are found to be similar in style and content.
17. In case of any problem, WhatsApp the problem to 9402275849 mentioning your name and exact test name before expiry of the test and wait patiently. We will solve all your problems.
18. The question paper will consist of MCQs (40%), short-descriptive (40%), and long-descriptive questions (20%). The papers for which the Mid-Semester examination have been conducted, the total marks for such papers would be 50. The papers for which the Mid-Semester examination have not been conducted, the total marks for such papers would be 80.

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